

**Minutes of Swaffham Prior Parish Council Meeting held on  
Thursday, 10<sup>th</sup> May 2018 at 7.30pm Village Hall.**

Present:

Mr Peter Hart, Mr Steve Kent-Phillips, Mr Michael Malster, Mr Andrew Camps,  
Mr David Greenfield, Mrs Sandra Gynn, Mr Paul Latchford.

There were 4 members of the public in attendance.

David Greenfield chaired the start of the meeting.

2354. In Attendance:

CCC - Cllr Joshua Schumann  
Paul Catling – Clerk

2355. Apologies for Absence:

John Covill, Andrew Camps.

2356. Members' Declaration of Interest for Items on the Agenda + Requests for  
Dispensations: None.

2357. Public Participation: None.

2358. Approve and Sign Minutes of Parish Council Meeting – 12th April 2018:

The minutes were agreed to be signed as a correct record *Proposed: Steve Kent-Phillips, Seconded: Peter Hart. Sandra Gynn abstained as was not present otherwise unanimously agreed.*

2359. Reports:

CCC Matters: Cllr Joshua Schumann reported to the meeting. He apologised for it being only his second visit but suggested this would improve soon.

Paul Latchford asked about the Ely Southern bypass asset data, the additional work and were any of the design changes to accommodate the new budget. Joshua Schumann stated that there was not sufficient asset data, especially relating to ground issues. The risk was shared with the design and build contract. Joshua Schumann offered to chase for answers regarding moving forward but no problems were expected now. He also said that the cycle underpass was dropped as it did not connect to cycle ways. The main design issues were not changed. Paul Latchford asked about adult, needy and child care and budgets. Joshua Schumann confirmed that central government had been asked for more funding due to the increase at that we are above average requirements. Paul Latchford noted that the new Dragon Patcher the county was using was a good piece of equipment, Joshua Schumann asked for people to report pot-holes. Balfour Beatty can be charged if they do not effect repairs. Paul Latchford suggested that we put this on the Website. Peter Hart suggested in the costs savings CCC were making, to only cut grass where safety is an issue. Joshua Schumann asked for any areas that did not need cutting to be reported. Joshua Schumann noted that CCC do Highways, whereas ECDC do parks etc.

ECDC Matters: Cllr Allen Alderson's report was read by the Clerk. Paul Latchford asked about the Ely underpass, Steve Kent-Phillips said it was to be one-way, the Clerk agreed to ask Allen Alderson including the accident count – not including vehicles stuck.

2360. Matters Arising from Previous Minutes (for information only):

Steve Kent-Phillips reported that *Min.ref.2343* – Andy Martin's bill was now OK.

*Min.ref.2344* –The drains had been reported. He also stated that CID was now up and operating. Paul Latchford asked about the Champers' contact *Min.ref.2345* –The Clerk agreed to forward the email address.

2361. Correspondence for Circulation/Consideration:  
David Greenfield had local plan correspondence.

2362. Consideration of planning applications:  
18/00481/FUL - 2 bed bungalow off 4 Rogers Road. Steve Kent-Phillips noted that the residents in the chapel had objections. The PC had no objections to the last revision. It seemed there were no significant changes. It was agreed to recognise the resident's objections but the PC had no additional objections to those.  
18/00419/LBC – 2 bathroom roof lights in Goodwin Manor. It was agreed that this proposal was similar to a previous one and the windows did not overlook anything, so no objections.

2363. CIL & Open Space Money Projects:  
Steve Kent-Phillips reported that all projects were complete except the village hall electrical work. David Greenfield asked if there were any funds remaining. Steve Kent-Phillips reported that there may not be but any remaining would be available for the youth club hut survey.

2364. Village Hall:  
David Greenfield reported on the options for restructuring the various documents. Rather than consult other PCs, his personal solicitors represent many PCs and had provided advice: 1) There is no downside to Charities Commission as this was managed as a custodial company and so no independent will. 2) Could the CLT be a custodian? This was only possible with the Charity Commission's OK, so No. 3) Ownership and land registry, Title and freehold title cost £250 to register. 4) If legal representation were required on both sides should the PC pay both costs? If VHMC did not have funds available they could apply for a grant. 5) There was the cost of getting the documents signed. There were 3 proposals:

1. Instruct Wellers Law Group to proceed £250. *Proposed: David Greenfield, Seconded: Paul Latchford. Unanimously agreed.*
2. Instruct Wellers Law Group to represent PC £200 *Proposed: David Greenfield, Seconded: Michael Malster. Unanimously agreed.*
3. Provide a grant to VHMC between £500 to £750

Meeting closed at 20:18.

*Alan Durrant asked if £750 had not already been agreed and if so could it not be allocated now.*

The meeting was reconvened at 20:19. It was agreed to check on previous meeting minutes for any agreement to pay legal fees to or for the VHMC..

2365. Allotments:  
Paul Latchford reported that the documents had not been sent yet. The visit to the allotments was on the 10<sup>th</sup>. Breach of agreement letters and new agreement were done. Some work had been done on the allotments. One remains untidy. The compost had been moved and the measuring completed – all 4 feet. The hedges were still in need of trimming.

Meeting closed at 20:22.

*Linda Kirby pointed out that no apology or letter had been received so the allotment had not been taken on, hence no work was done.*

The meeting was reconvened at 20:19. David Greenfield asked if the letters could go out Friday. The Clerk agreed to send with the Chairman's input, if he was available. Peter Hart suggested providing an apology now, David Greenfield agreed. The meeting was closed and a verbal apology delivered from 20:26-20:28. Paul Latchford reminded the meeting that the breach letter was going to all allotment holders and apologies to relevant parties. David Greenfield suggested the effective date of renewal will be April 1. And we should reduce the fee as a good will gesture to Mr & Mrs Kirby. It was decided to offer 50% discount: *Proposed: David Greenfield, Seconded: Sandra Gynn, Against: Steve Kent-Phillips. Agreed.*

2366. Cemetery:

Sandra Gynn presented a diagram of spoil overlapping grave plots. Excessive spoil was mentioned relating to the incorrectly dug grave plot. This amounted to the 3<sup>rd</sup> time Southgate's had not managed spoil correctly. Sandra Gynn also pointed out that the gravedigger was one used by many Funeral Directors. Paul Latchford noted that some material should be left for settling but in this case too much had been left. David Greenfield suggested the Undertakers were not doing as instructed, so this should be re-iterated. The previous correspondence should be re-sent, Southgate's should be written to to request a solution for the specific plot and inform the family who's grave would be affected.

2367. Accounts for payment included:

Steve Kent-Phillips reported £27K less in accounts due to CIL money being spent. £29.5 in useable cash assets, which is around twice the precept. The year ended with £4300 surplus, mostly due to reduced maintenance and VAT reclaim. The 29.5K has 27K ringfenced – down by 3K, which was the cost of SID.

a.	Paul Catling – Clerk's salary	£ 320.00
b.	Inland Revenue – Clerk's tax	£ 80.00
c.	Paul Catling (postage)	£ 7.80
d.	Simon King (play area slide repair)	£ 210.00
e.	Andy Martin (cemetery)	£ 125.00
f.	Andy Martin Builders (cemetery tap)	£ 40.00
g.	CGM (grass cutting x2 April)	£ 730.08
h.	A.K.C. Windows Ltd (village hall)	£ 588.00
	Total	<u>£2,100.88</u>

Payment of the above invoices was agreed. *Proposed: Steve Kent-Phillips, Seconded: Paul Latchford. Unanimously agreed.* Authorisation of a transfer of £ 2 000 *Proposed: Steve Kent-Phillips, Seconded: Peter Hart. Unanimously agreed.*

2368. Clerk's Report:

The Clerk presented some document samples from CCC for order to display in the village hall.

2369. Parish Councillors' Reports:

Steve Kent-Phillips had a call from the new resident at No. 4 Cage Hill, who had said he will cut back hedge and replace the fence. Paul Latchford noticed that the play area gates were open again. Steve Kent-Phillips said that it had been wedged open by users to get prams in. David Greenfield suggested a piece in The Crier, Steve Kent-Phillips offered to do a letter. Peter Hart had noticed that the back path from Cage Hill was not being cut. The Clerk agreed to send a note to CGM. Sandra Gynn reported that the school now has an acting head, which was a job share with a head from St Albans. David Greenfield reported an email regarding the Local Plan, that an inspector has been appointed and details of the hearing meetings – stage 1.

*Meeting closed at 21:50*

2370. Open Question Time:

It was asked why the last item was brought up when not on agenda. Unapproved minutes were noted on the Website, which it was agreed to correct. It was asked if hedge removal did not need approval – relating to the property in Cage Hill. David Greenfield agreed to get the conservation area requirements. There was a discussion about the Ely bridge and if it is one-way, is that due to the cycle path.

*Business finished at 20:56*

Appendix 1 – Correspondence Received:

As above. No other correspondence.

Unapproved